

Order Entry

Add orders to your Fulfillment account to organize Orders and utilize Fulfillment features



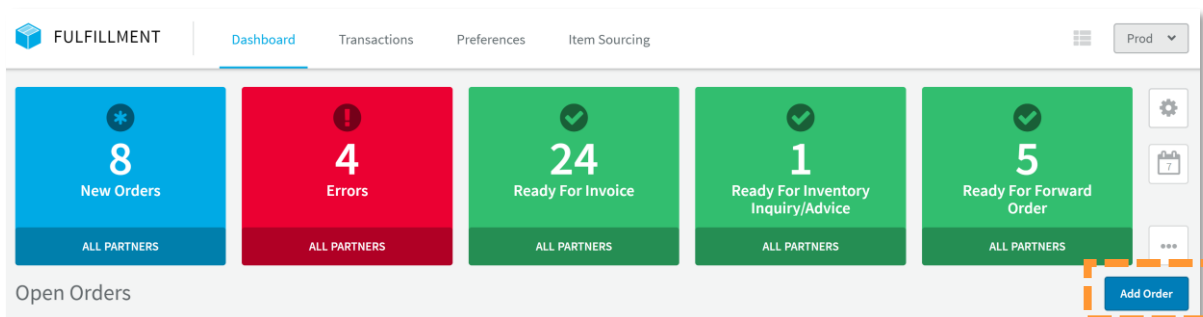
What is the benefit?

Adding Orders into Fulfillment will allow you to view and manage all Orders in one place! You can then use Specialized Features such as Carrier Service to book shipments and Third Party Warehouse Service to forward Orders to a 3PL.

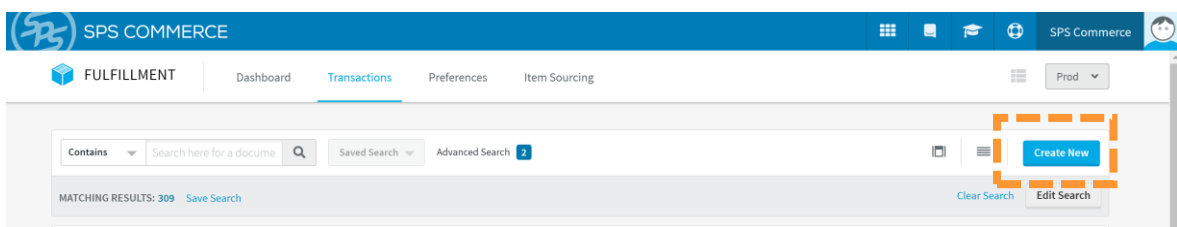
How does it work?

To add an Order into Fulfillment, follow the steps below:

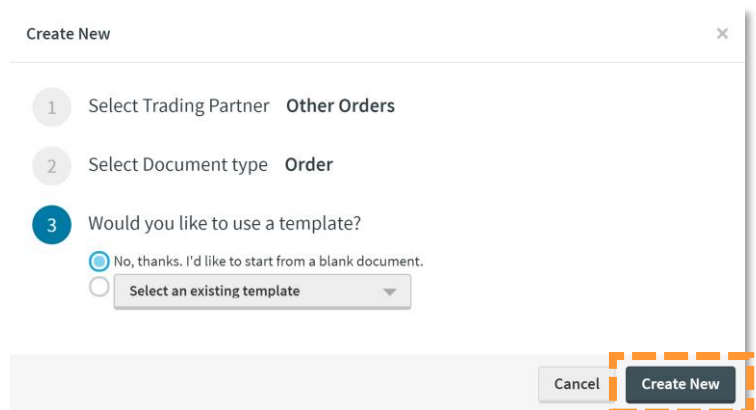
1. Begin in one of two places:
 - I. On the **Dashboard** tab, click the **Add Order** button on the right side of the screen.



- II. On the **Transactions** tab, click the **Create New** button on the right side of the screen.



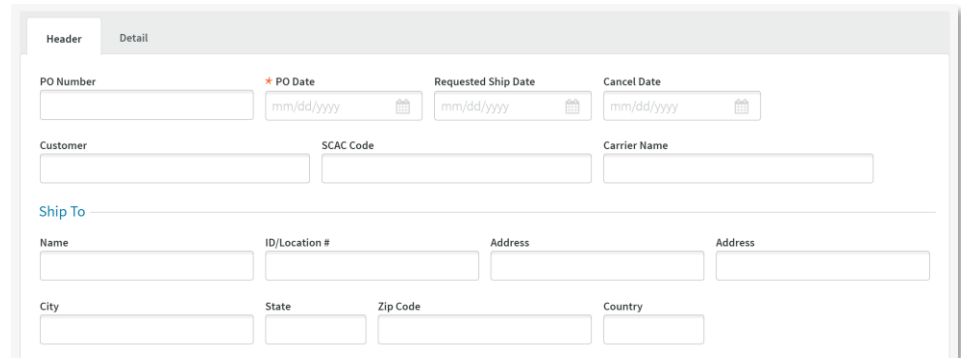
2. Select the Trading Partner **Other Orders**.
3. Select the Document Type **Order**.
4. Click **Create New**.
5. The Order form will load with a Header and Detail tab.



Header Tab

The Header tab is where you will enter basic information that applies to the whole Order. Fields include:

- PO Number
- PO Date
- Requested Ship Date
- Cancel Date
- Customer
- SCAC Code
- Carrier Name
- Ship To Address




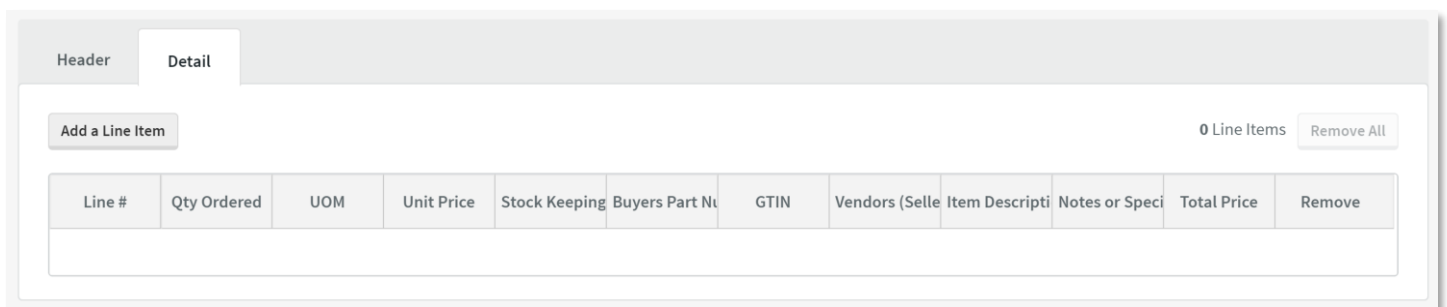
 **Pro Tip** – Complete the **Customer** field to organize your orders.


Detail Tab

The Detail tab is where you will enter item information for the Order.

By clicking **Add a Line Item** you are prompted to add in Item information such as the Quantity, Price, and Item Identifiers.

 Enter all item information that is relevant for your needs.



 If you typically use the same items and would like for item information to autofill, use Item Sourcing. To learn more, [click here](#).

Once you have entered all information, click the **Save & Close** button in the upper right corner.

Where can I find my added Orders

The Trading Partner for your added orders will be listed as **Other Orders**.

To find the Orders that you created follow the steps below:

1. Navigate to the **Transactions** tab.
2. Enter the Trading Partner as **Other Orders**.
3. Enter the Document Type as **Order**.
4. Click on the **Document ID** to open.

The screenshot shows a document search interface with various filters and a results table. The filters section includes a search bar, date range options, and specific filters for Partner and Document Type. The results table displays two documents of type 'Order' from the trading partner 'Other Orders'.

Document Type	Document ID	Status	Sender	ID 2	Date	Actions
Order	547812	Open	Other Orders	Corner Store	Jan 26, 2021 @ 1:42 PM	...
Order	91720201	Open	Other Orders	Corner Store	Jan 26, 2021 @ 1:41 PM	...

Pro Tip – Information entered in the *Customer* field will display in the ID 2 column. Click the Column Setting icon to select ID 2 for it to appear in your results.


What can I do with my Orders once they are in Fulfillment?

By adding Orders, you can utilize any additional Specialized Features you have purchased from SPS Commerce including Carrier Service and Third Party Warehouse Service.


- **Carrier Service** – Create shipping documents from your Orders and [rate shop and book shipments](#) directly within Fulfillment.
 - If you do not have Carrier Service, but would like to learn more, [schedule a demo](#) of the feature.
- **Third Party Warehouse Service** – Forward the Order you created to your 3PL.







If you need to make changes to an Order, click the  icon in the upper right corner of the Order.

 A new Order will be created with the changed information and the previous Orders will still be viewable as  changed Orders.

Once you have completed actions on your Order, close the workflow by clicking the  icon in the upper right corner of the Order.

- This action can also be taken on the Transactions tab using the actions icon or actions panel.

★  Order: Order12345



PURCHASE ORDER

OTHER ORDERS

Order #:
Customer Order #:
Release #:
PO Type:
Contract #:
Purchasing Contact:
Currency:
Third Party Reference #:

Order12345
Test Order

Original

PO Date:	Requested Delivery Date:
Requested Ship Date:	Cancel Date:
Delivery Window:	Shipping Window:
Vendor #:	Department #:

Ship To:
Freight Terms:

Bill To/Ordered By:
Terms Basis:

Vendor:
Terms Disc %:

Factory:
Disc. Due Date:

Preferred Carrier:


Net Due Date:

Net Days:

Description:


WORKFLOW

ORDER



ORDER


✓ View All 3

 ORDER12345

FORWARD ORDER

New

SHIPMENT



SHIPMENT

New

DONE